

Business Administrators Meeting (BAM)

Monday, November 17, 2025



9:00 am Welcome

9:05 am Auxiliary Services Updates

9:15 am HRSTM Updates

9:40 am Procurement Updates

9:50 am Sustainability Updates

10:05 am Five minute break

10:10 am Inventory Control Updates

10:20 am OCGA Updates

10:25 am Business Services– Travel System

10:35 am Police Updates

Welcome

Dan Petree
Interim Vice President,
Administration & Finance

Auxiliary Services Updates

Mike Clemons
Executive Director, Auxiliary Services

Dining Services

- Grubhub on campus
 - On campus retail and meal plan mobile orders
 - Off campus Retriever Dollars
- Skylight Room
 - Bring a Friend Free, select dates TBA
 - Reservations available; email: Kirstan.Baxter@compass-usa.com
- Hours: <https://dineoncampus.com/UMBC/hours-of-operation>
- Coming soon (spring): Yella's! Burgers, milkshakes, and subs

Bookstore

- Holiday Sale!
 - 11/28 Black Friday Sale: 30% off clothing & gifts (online only)
 - 12/1 – 12/5: 20% off clothing & gifts (in-store and online)
- Department orders
 - At the Bookstore or Club Colors catalog in PAW
 - Authorization forms – one time or per semester
- New: Ink'd machine (custom greeting cards & retail gift cards)

Retriever Card Center

- Holiday mailing
 - Avoid the lines, ship your packages on campus!
- Additional services
 - Notary
 - Passport photos
 - Passport applications (spring 2026)
- Amazon Direct Delivery – Department orders

CEI Arena

- Retriever Room space
 - Large and small room configurations available
 - Catering friendly space
 - For rates and reservations, email Tiffany Sun tsun@umbc.edu
- 2026 / 2027 Basketball Season
 - New combo meals at concession stands
 - Season ticket holders receive 20% off at stands and Team Store
- Concerts, comedy, and family shows

HRSTM Updates

Lynne Adams

Chief Human Resources Officer and

Brittany Hensley

Director of Talent Systems, Operations and

Payroll



Business Administrators Meeting November 17, 2025

Human Resources
& Strategic Talent Management

AGENDA

The HRSTM Team –
Who We Are and What
We Do

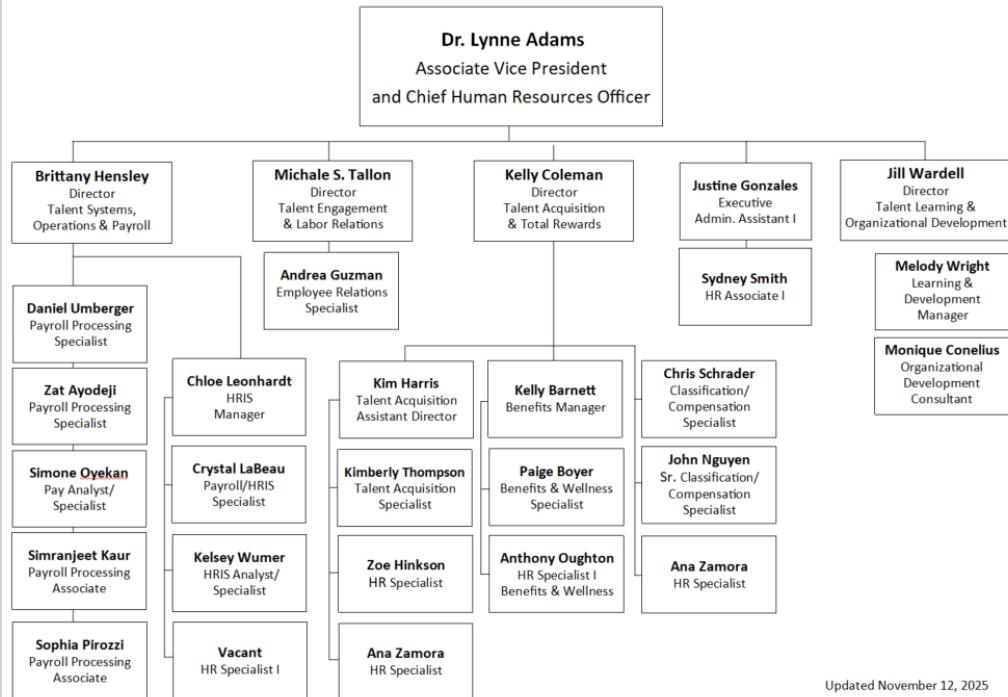
Payroll Team:
Address Action

Service Awards 2025

The HRSTM Team

2025

UMBC Human Resources & Strategic Talent Management (HRSTM)



Payroll & Human Resources Information Systems (HRIS)



Brittany Hensley, Director of
Talent Systems, Operations & Payroll

Brittany is responsible for managing payroll and HRIS administration including audit compliance, reporting, new hire onboarding, paycheck distribution and training. She also assists the CHRO with strategic planning and decision-making for HRIS & Payroll and various HR administrative processes.

Payroll & Human Resources Information Systems (HRIS)

Daniel Umberger
Payroll Processing Specialist

Daniel Umberger, Payroll Processing Specialist

Daniel is responsible for all Non-Resident Alien paperwork, New Hire PARs, Change PARs, and supporting documentation. He also reviews and verifies Non-Resident Alien forms (for tax purposes). Daniel is additionally responsible for PeopleSoft payroll processing.

Zat Ayodeji
Payroll Processing Specialist

Zat Ayodeji, Payroll Processing Specialist

Zat is responsible for end-to-end payroll processing and compliance functions which include evaluating, interpreting, applying and determining regulatory compliance and procedural process related to the administration of payroll.

Simone Oyekan
Payroll Analyst/
Specialist

Simone Oyekan, Payroll Analyst

Simone is responsible for completing detailed payroll analysis based on payroll data for audit and compliance purposes. Simone will also complete dual employment for compliance requirements, manage payroll training for campus processes and manage reporting for payroll trends.

Simranjeet Kaur
Payroll Processing Associate

Sophia Pirozzi, Payroll Processing Associate

Sophia is responsible for all Contingent I New Hire PARs, Change PARs, and supporting documentation submitted through DocuSign. She additionally manages the eConcurrent process for Undergraduate and Graduate Students.

Sophia Pirozzi
Payroll Processing Associate

Simranjeet Kaur, Payroll Processing Associate

Sim is responsible for all domestic student and graduate assistant New Hire PARs, Change PARs, and supporting documentation submitted through DocuSign. She is also backup for any voided checks, over-payments, or stop payment check requests as well as check distribution process and signature authorizations.

Payroll & Human Resources Information Systems (HRIS)

Chloe Leonhardt
HRIS
Manager

Chloe Leonhardt, HRIS Manager

Chloe is responsible for managing the day-to-day activities related to HR system data integrity, internal and external campus reporting, HR system security access and training, employee leave administration and audits as well as HR automation initiatives. She also ensures compliance with policies and bylaws.

Crystal LaBeau
Payroll/HRIS
Specialist

Crystal LaBeau, HRIS Specialist

Crystal is responsible for the integration and enhancement of PS/HR applications and touchpoints; coordination of back-office time entry functions, audit processes for functional compliance; internal and external reports and file submissions; and support training resources for end user needs.

Kelsey Wumer
HRIS Analyst/
Specialist

Kelsey Wumer, HRIS Analyst/Specialist

Kelsey performs a variety of professional duties including data analysis and reporting, system testing, user security maintenance, position management (faculty and non-regular staff employees, students and graduate assistants), user training and communications. She also assists with continuity and successful delivery of HRIS functional services to internal and external customers.

Vacant
HR Specialist I

Vacant, Human Resources Specialist

This position is responsible for the daily maintenance and quality assurance of employee demographic and job data with the HR system, data audit reviews. They also work with the payroll staff and campus departments in resolving issues that impact data integrity. This position additionally provides consultation to employees on time and leave issues, policies, and procedures.

Talent Acquisition & Total Rewards



Kelly Coleman, Director of Talent Acquisition & Total Rewards

Kelly is responsible for providing leadership and consultation regarding human resources issues in the areas of recruitment, classification, compensation, and benefits. She also assists the CHRO with strategic planning and decision-making for the units and various HR administrative processes.

Talent Acquisition

Kim Harris
Talent Acquisition
Assistant Director

Kim Harris, Talent Acquisition Assistant Director

Kim is responsible for the management and oversight of the recruitment and selection processes for exempt and non-exempt staff as well as faculty recruitment providing consultation and technical expertise to hiring departments. She serves as systems administrator for the PageUp system.

Kimberly Thompson
Talent Acquisition
Specialist

Kimberly Thompson, Talent Acquisition Specialist

Kimberly assists the Talent Acquisition Assistant Director in recruitment and selection of staff and faculty positions. She reviews job requisitions, posts positions, reviews offer approval, provides guidance and technical assistance to hiring departments and applicants. This individual is responsible for the maintenance of the PageUp applicant tracking system including reviewing and processing security requests; training users; and providing technical assistance.

Zoe Hinkson
HR Specialist

Zoe Hinkson, HR Background Check Specialist

Zoe is responsible for coordinating the background check process including commercial and fingerprint checks. In addition, Zoe will assist Talent Acquisition with hiring processes and special projects.

Ana Zamora
HR Specialist

Ana Zamora, Talent Acquisition/Classification & Compensation Specialist

Ana assists the Talent Acquisition Assistant Director in recruitment and selection of staff and faculty positions. She reviews job requisitions, posts positions, reviews and evaluates application forms, reviews offer approval, and provides guidance and technical assistance to hiring departments and applicants.

Benefits & Wellness

Kelly Barnett
Benefits Manager

Kelly Barnett, Benefits & Wellness Manager

Kelly is responsible for providing in-depth retirement consultations and assisting with the direction and oversight of the Benefits & Wellness unit and other areas including but not limited to: overseeing all activities associated with SPS Workday, ACA, Tuition Remission, audit compliance, retirement, disability, the Employee Assistance Program (EAP), and HR New Hire Orientation.

Paige Boyer
Benefits & Wellness
Specialist

Paige Boyer, Benefits and Wellness Specialist

Paige is responsible for providing in-depth retirement consultations and guidelines for supplemental retirement accounts. She also works with employees on their State health benefits enrollment, including qualifying Life Events, as well as ACA eligibility for contractual employees. Paige additionally coordinates Open Enrollment, HR New Hire Orientation, and implements the USM Tuition Remission program, including taxable tuition remission.

Anthony Oughton
HR Specialist I
Benefits & Wellness

Anthony Oughton, HR Specialist I

Anthony is responsible for assisting faculty and staff on State health benefit enrollment/changes, supplemental retirement accounts, and tuition remission. He also schedules new employees for HR New Hire Orientation and assists with enrollment in State health benefits through the SPS Workday system.

Classification & Compensation

Chris Schrader
Classification/
Compensation
Specialist

John Nguyen
Sr. Classification/
Compensation
Specialist

Ana Zamora
HR Specialist

Chris Schrader, Classification/Compensation Specialist

Chris is responsible for conducting job studies, salary surveys, and other wage administration projects related to the classification and compensation of campus staff and positions.

John Nguyen, Senior Classification/Compensation Specialist

John is responsible for conducting job classification studies, assisting with salary surveys and administration, and conducting special projects as needed regarding wage administration. John also assist with implementing and developing classification/compensation policies and meet with leadership to discuss complex salary issues.

Ana Zamora, Talent Acquisition/Classification & Compensation Specialist

Ana is responsible for conducting job studies and other related classification/compensation projects.

Talent Learning & Organizational Development

Jill Wardell
Director
Talent Learning &
Organizational Development

Melody Wright
Learning &
Development
Manager

Monique Conelius
Organizational
Development
Consultant

Jill Wardell, Director of Talent Learning and
Organizational Development

Jill is responsible for providing training and organization development programming for the campus. Her work includes facilitating departmental meeting & retreats, leadership development cohorts, executive coaching, and strategic planning activities. Jill is certified in Leadership (CLA, LCP), EQi2.0, Polarity PACT, and Franklin Covey

Talent Learning & Organizational Development

Melody Wright
Learning &
Development
Manager

Melody Wright, Learning & Development Manager

Melody is responsible for the program management of training and development programming for the campus. She coordinates UMBC's SkillSoft e-Learning program, and designs/facilitates a variety of additional learning and development programs for employees. Melody is a certified Franklin Covey and MBTI facilitator.

Monique Conelius
Organizational
Development
Consultant

Monique Conelius, Organizational Development Consultant

Monique is responsible for consulting with leaders and teams across the University to help improve the productivity and effectiveness of units, divisions, and departments. She provides training, coaching, and consultation in organization design, change management, organization effectiveness and performance. Monique is a certified DiSC Practitioner, five behaviors facilitator, and Franklin Covey facilitator. Monique also facilitates new employee orientation.

Talent Engagement & Labor Relations

Michale S. Tallon

Director

Talent Engagement
& Labor Relations

Andrea Guzman

Employee Relations
Specialist

Michale S. Tallon, Director of Talent Engagement and Labor Relations

Michale is responsible for providing advice, guidance, and assistance to employees, administrators, managers, and supervisors on a variety of employee & labor relations issues. She is also responsible for the Performance Management Process. Michale additionally assists the CHRO with strategic planning and decision-making, and various HR General Administration activities related to UMBC compliance and audit requirements.

Andrea Guzman, Employee Relations Specialist

Andrea is responsible for Family Medical Leave Act (FMLA) requests and exit interviews and is the first point of contact for Employee Relations matters. Andrea also handles the probationary period correspondences and works with Michale Tallon on the Performance Management Process.

Administration & Support Team

Justine Gonzales
Executive
Admin. Assistant I

Justine Gonzales, Executive Administrative Assistant

Justine provides administrative support to the Chief HR Officer/Associate Vice President and the HR staff. She also serves as the office manager for the department and is responsible for assisting the campus community and the public with general inquiries.

Sydney Smith
HR Associate I

Sydney Smith, HR Associate I

Sydney provides administrative support to HR staff and the campus community. She also handles general information requests, degree verification, and employment verification requests.

Home Address Review



All Employee Action Required



Acknowledge or Change



Compliance and Data Integrity

ADDRESS ACTION
Ensuring Your Info Is Up-to-Date

Acknowledge or Change by **12/23/2025**

Log Into My WorkView
Personal Information Summary

Acknowledge Your Current Home Address
or
Change Your Home Address

AWASupport@umbc.edu hr.umbc.edu/awa



Please join us on
Thursday, December 4th, 2025
11:30AM - 1:30PM
Retriever Activities Center

Thank you!



Procurement Updates

Rosetta Butler
Executive Director,
Procurement

Payment Requests

We've noticed an increase in payment requests submitted outside of the established policy. To help ensure smooth processing and timely payments, we'd like to provide a friendly reminder of the policy requirements. Payment requests can be submitted for the following:

- **Miscellaneous reimbursements**
(Out-of-pocket expenses that are **NOT** travel-related)
- **R*Stars Payments**
- **Honorariums**
- **Stipends**
- **Refunds of Revenue**
- **Memberships/Registrations**
(When P-card is not accepted)
- **Student Cultural Events**

Payment Requests

Effective immediately, any requests that do not meet these requirements will be rejected. Our goal is to work together to keep the process efficient and hassle-free.

- Helpful Tips
 - All requests must include supporting documentation.
 - If there is an existing active purchase order or contract in place, please do not submit a payment request. Instead, submit an invoice against the purchase order or contract.
 - If you are not sure if the payment policy applies to your request, please call AP and/or Procurement for assistance.

Shipping Methods

Preferred Term: F.O.B. Destination

- Seller retains ownership and responsibility until goods are delivered to buyer's location under F.O.B Destination.
- F.O.B. Destination protects the buyer from shipping risks and unexpected transit costs during delivery.
- Using F.O.B. Destination supports institutional procurement policies and reduces logistical complications.

F.O.B. Origin and Associated Risks

- Under F.O.B Origin, the buyer takes ownership and responsibility once goods leave the seller's location.
- The buyer is liable for shipping fees, carrier costs, and tariff taxes, increasing financial risks substantially.
- Any damage or loss during transit becomes the buyer's responsibility, potentially causing budget overruns.
- F.O.B. Origin can lead to administrative burdens and delays in receiving critical materials, complicating operations.

International Shipping Considerations - In cases regarding international shipping, choosing the right delivery method is crucial for timely and secure international shipments. Understanding customs regulations and international tariffs helps avoid delays and extra costs. Consulting procurement and logistics experts ensures effective navigation of international shipping challenges.

Shipping Methods

Departmental Responsibility and Cost Implications

- Departments must budget for carrier costs, shipping fees, and tariff taxes when accepting certain shipping terms.
- Proactive vendor negotiations align shipping terms with preferred university practices and mitigate unforeseen costs.
- Clear communication and documentation are essential to ensure accountability and mitigate risks related to shipping terms.

Compliance with USM Standard Terms and Conditions

- All universities that fall under the University of Maryland ('USM') system must follow standardized procurement terms ensuring legal compliance and protecting university interests.
- Only our Office of General Counsel ('OGC') can propose revisions to contract terms, maintaining control over legal language.
- Governing State Requirement
 - Maryland law governs all contracts, ensuring disputes are resolved within the state's legal framework.
- Departments should consult Procurement for contract questions to safeguard the University and streamline processes.



UMBC has partnered with ezCater for a streamlined and efficient food ordering process. ezCater is an online platform that will allow members of the campus community the ability to order catering services from local restaurants for meetings and events.

Benefits include:

- Pre-order meals for upcoming meetings and events
- Tax-exempt ordering
- Search based on budget and dietary needs
- Set up group orders where each person can order their own meals
- Reward program where departments can earn money back towards future meals
- Convenient payment through UMBC P-card

Food orders over \$5000 may not use ezCater and must go through existing processes (<https://procurement.umbc.edu/ordering-food-and-catering/>)

Visit <https://procurement.umbc.edu/ezcater/> for more information.



UMBC entered into a contract with 4imprint in August 2023 and implemented a punchout tile in PAW at the same time. This contract also provides a 10% savings on their products.

Challenges with invoices and POs matching have made this a more difficult process than it should have been.

Effective immediately:

- 4imprint orders that are no more than \$5,000 should be ordered through www.4imprint.com and paid by P-card.
- 4imprint orders over \$5,000 should be placed via the PAW punchout.

Either option should include the 10% discount and online orders must use your @umbc.edu address.

Sustainability Updates

Taylor Smith
Assistant Director of Sustainability
Facilities Management

Building a Greener Campus, Together

November 2025

Taylor Smith & Nicole Wolf
sustainability@umbc.edu



What is Sustainability?

A large white circle is centered on a solid orange background. Inside the circle, the word "ENVIRONMENT" is written in a bold, white, sans-serif font.

ENVIRONMENT

**Another view–
the Triple Bottom Line (3Ps)**

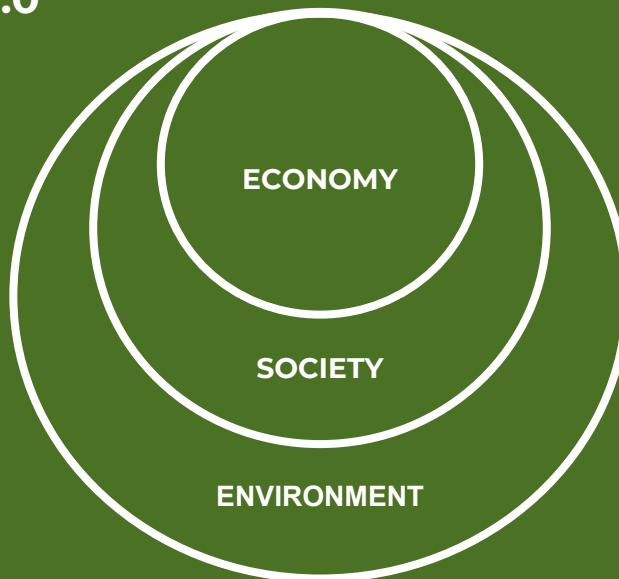
Three large, white-outlined circles are arranged horizontally in the center of the slide. The first circle on the left contains the text 'PEOPLE (Society)'. The middle circle contains 'PLANET (Environment)'. The third circle on the right contains 'PROFIT (Economy)'.

**PEOPLE
(Society)**

**PLANET
(Environment)**

**PROFIT
(Economy)**

Sustainability 3.0



The LA county wildfires could be the costliest in US history, early estimates say



BY ALEX VEIGA

Updated 1:30 PM EST, January 11, 2025

Share

LOS ANGELES (AP) — The wildfire that erupted this week across Los Angeles County

Devastating Atlantic hurricane season comes to an end

NEWS

29 November 2024

The active 2024 Atlantic hurricane season officially ends on 30 November, having left a trail of devastation, casualties and massive economic losses.



Vision



We envision our campus serving as a sustainability leader within the University System of Maryland and among our nationwide peers.

Mission



The mission of the Office of Sustainability is to enhance the culture of sustainability at UMBC among our leadership, staff, faculty and students.



Reporting



Infrastructure



Engagement

34%

Reduction in electricity
used per square foot
since FY2007

40%

Reduction in campus
water use compared to
early-2000s

>2/3



Proportion of UMBC electricity generated
from carbon-free sources

>\$3.5 million in energy grants

to directly support energy master planning
and clean energy investments



Decarbonization



EV Charging



On-Site Solar

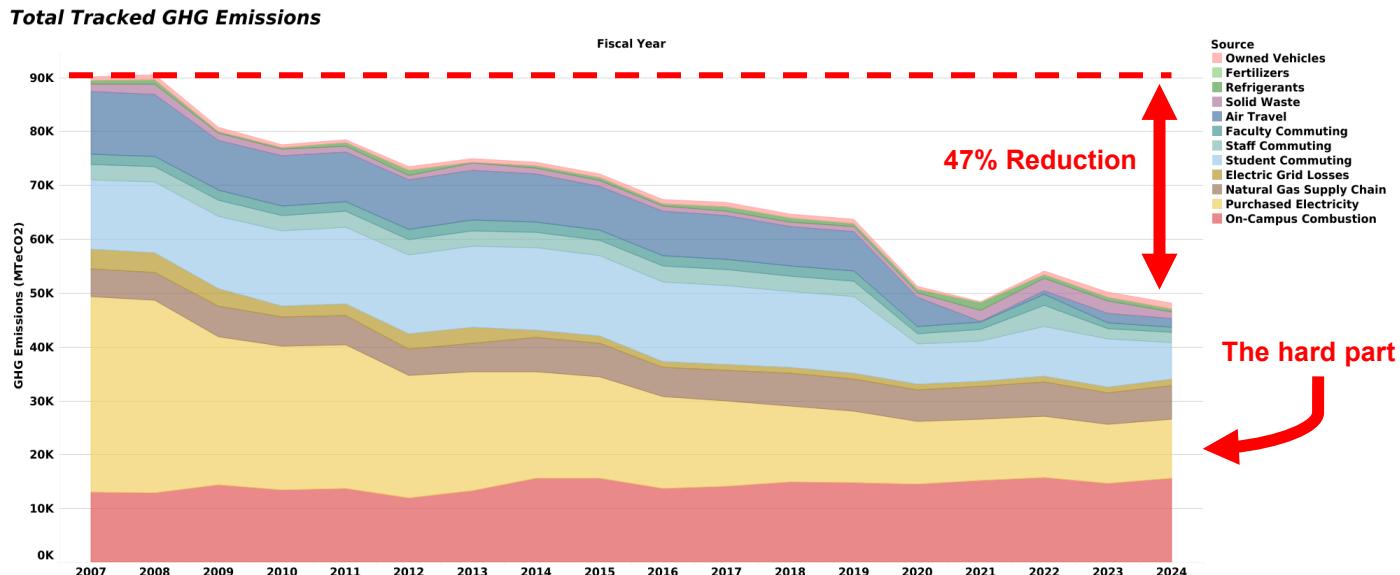


LED Lights

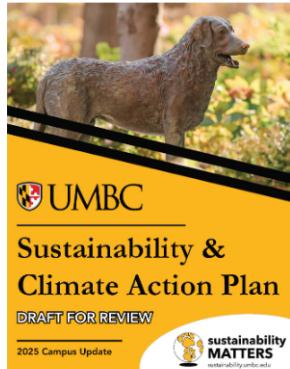
>80%

Percentage of the UMBC
community with a
moderate or strong
interest in sustainability

UMBC Historical Emissions



▼ UMBC's Sustainability & Climate Action Plan – 2025 Draft



The Office of Sustainability worked with campus stakeholders and leaders throughout 2024 and 2025 to develop this draft Sustainability & Climate Action Plan. UMBC last published a Climate Action Plan in 2020, and an update was needed to increase our ambition, improve accountability, and enhance our vision in line with current science, university peers, and recent legislation.

This draft plan outlines goals and strategies to help UMBC reduce greenhouse gas emissions and support campus sustainability. The Office of Sustainability intends to adopt a final version by the end of 2025. We hope you will take the opportunity to comment and make your voice heard!

[Download the Plan](#)[Leave Your Comments](#)

Now Available on our Website

<https://sustainability.umbc.edu/>

Sustainability In Action On Campus

Green Buildings &
Energy Planning

Building a Sustainable
Community

Waste Reduction

Green Procurement!

Building Efficiency

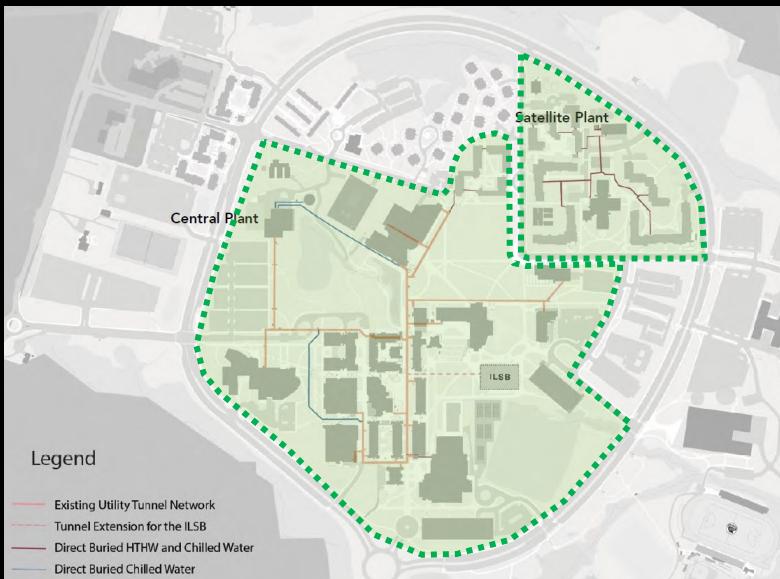
Every new building or major renovation on campus must meet MD High Performance Green Building Program.

6 LEED Buildings:

- **Community Center – Silver**
- **Patapsco Hall Addition – Gold**
- **Performing Arts – Gold**
- **Life Sciences – Gold**
- **Event Center – Silver**
- **Center for Well-Being – Silver**
- ***Sherman Hall – In Progress***
- ***Student Services – Planning Phase***



Campus Clean Energy Master Plan



- Supported with \$145,000 + \$5,000 intern support from Maryland Energy Admin.
- Modeling current performance and energy saving measures
- Developing strategies to address district energy

Building a Sustainable Community



Green Office Program

Green Retriever Groups

Peer to Peer Education:

- Eco-Ambassadors
- Environmental Task Force
- Composting Programs



Each credit earns points towards your certification level:



Waste Reduction

- **Incentives/Discounts for Zero Waste Behaviors**
- **Plastic Film and E-Waste Recycling**
- **Compost in all Food Service Areas, Res. Halls, and Apartment Center**
- **When in doubt, THROW IT OUT!**



GREEN PURCHASING

What is “Green Purchasing?”



Socially Responsible Purchasing

Office supplies

Janitorial & sanitation

Breakroom

Maintenance, repair, and operations

Our brands

Food

Socially Responsible Purchasing

[Climate Pledge Friendly](#)

ENERGY STAR certifies electronics and appliances based on energy efficiency specifications set by the US EPA.

[Shop ENERGY STAR certified products](#)[Black-Owned Businesses](#)[Hispanic-Owned Businesses](#)[Women-Owned Businesses](#)[Veteran-Owned Businesses](#)

U.S. Environmental Protection Agency (EPA) Design for the Environment certifies disinfectants that meet the EPA's strict standards for human and environmental health.

[Shop U.S. EPA Design for the Environment certified products](#)

U.S. Environmental Protection Agency (EPA) Safer Choice certifies products that contain ingredients that are safer for humans and the environment, carefully evaluated by EPA scientists. Safer Choice is an EPA Pollution Prevention (P2) program which includes practices that reduce, eliminate, or prevent pollution at its source, such as using safer ingredients in products.

[Learn more about Safer Choice](#)

Climate Pledge Friendly business supplies

[Purchase more-sustainable products](#)[Create policy](#)

Shop by category



Office of Sustainability



Electronics and Other Equipment

Electronic and IT Products
Electronic and IT Product Disposal
Appliances

Office Supplies

Office Supplies (general)
Waste and Recycling Containers
Batteries and Battery Chargers
Paper Products
Toner Cartridges

Janitorial Supplies and Services

Janitorial Supplies
Janitorial Services
Laundry Services

Food and Food Service Supplies

Food Service Supplies
Shell Eggs

The Green Purchasing Committee created specifications for state agencies to follow when procuring goods and services. The specifications also include contract language that can be inserted into a contract to simplify procurement.



Thank You, from our UMBC Sustainability Team



Nicole Wolf
Sustainability Coordinator

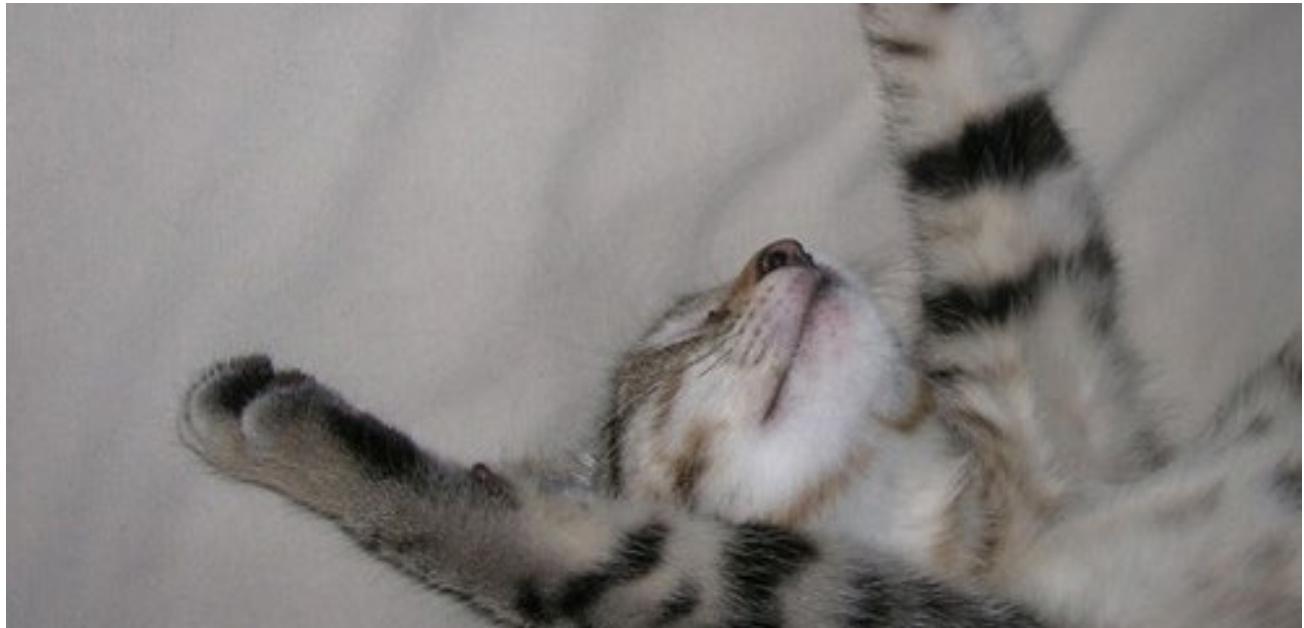


Laila Kaira
Sustainability Intern



Taylor Smith
Assistant Director

Five minute break!



Inventory Control Updates

Tina Carter-Brown,
Accountant,
Plant Accounting & Inventory Control

Scanners & Scan and Validate

- New procedure for completing physical inventories for equipment.



Zebra TC72 Mobile Scanner



Zebra TC73 Mobile Scanner

Scanners & Scan and Validate

- Departments still can purchase their own scanners to complete the physical inventory.
- When the scanner arrives, contact Inventory Control to have the scanner configured and registered.
- Training is ongoing and not limited property custodians only. Business Managers are encouraged to attend training.

FY2026 Capital / Sensitive Equipment Inventory

- The FY2026 combined Capital and Sensitive Equipment Inventory has begun.
- Departments who did not purchase a scanner will need to request the use of one of the six (6) scanners Inventory Control has available.
- Training dates are posted on the Trainings page for custodians to register.

FY2026 Capital / Sensitive Equipment Inventory

	Total Departments in Group	Total Department Numbers	Number Completed as of 10/31/2025	Depts own Scanner	Total Departments started as 10/31/2025	Unstarted Department Total as of 11/15/2025
Group I	40	104	13	4	24	3
Group II	51	111	2	7	5	23
Group III	42	-	4	3	7	-

- Group I deadline was September 30, 2025.
- We are currently in Inventory Reporting Group II - deadline is January 30, 2026.

FY2026 Capital / Sensitive Equipment Inventory

WE ASK

Department Heads, Chairs, Directors, and Managers ...

Please support your custodian in making inventory a priority during the loan period they are borrowing a scanner. Inventory Control has 6 scanners to loan to service the campus community.



We appreciate your understanding and support.

Inventory Training

- Inventory training is available for all UMBC employees on the 2nd Wednesday of each month. Register by searching Asset Management Training/ Inventory Control at
<https://my3.my.umbc.edu/groups/training>
- If the 2nd Wednesday is not convenient, we offer individual training.
- To schedule individual training, please contact Britany Davis at ext. 51716 or bdavis12@umbc.edu

Property Custodian Group

- All Property Custodians are notified of any policy and procedure changes via email to our Property Custodian Group.
- If you would like to be included in this group, please contact Tina Carter-Brown at ext. 58078 tcbrown@umbc.edu

OCGA Updates

Cheryl Young,
Director,
Office of Contract & Grant Accounting

Centralized OCGA Email Contacts

Effective Dec. 01, 2025

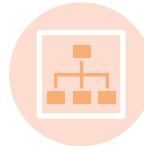
Centralized Email System



Enhanced Operational Efficiency



Focused Stakeholder Support



New centralized OCGA email addresses improve communication by directing inquiries efficiently to specialized teams.

This initiative streamlines workflows and accelerates response times, boosting overall operational effectiveness.

Tailored email addresses ensure prompt and accurate support for billing, reporting, compliance, cost analysis, award set-up, and payment collections.

Purpose of the Change

OCGA FY2026 Strategic Objectives

Enhanced Communication

Centralized email addresses provide clear contact points, improving communication effectiveness with stakeholders.

Centralized Coordination

Supports centralized communication to reduce fragmentation and ensure consistent responses across teams.

Transparency and Tracking

Improves transparency by facilitating easier tracking and management of all communications.

Collaboration and Continuity

Facilitates efficient team collaboration and ensures continuity during staff transitions for seamless inquiry handling.

OCGA Email Addresses



OCGA@UMBC.edu

General inquiries



OCGA_Cost@UMBC.edu

Cost analysis support



OCGA_Collections@UMBC.edu

Collections and payments



OCGA_Awards@UMBC.edu

Awards and project setup

Email Addresses for OCGA Functions

EMAIL ADDRESS	TOPICS
OCGA@UMBC.edu	General OCGA Inquiries: Project & Financial aid billing/invoicing, draws, financial reports, activation/close-out, cost transfers, and compliance review and analysis.
OCGA_Cost@UMBC.edu	Cost Analysis Support: F&A proposal, fringe rates, leave payout rates, effort reports and certification, Retro justifications, SEFA & HERD survey, and service centers' rate questions.
OCGA_Collections@UMBC.edu	Collection & Payments: Collection/Dunning notices, Sponsor payments, banking information, ACH/vendor forms, and sponsor payment plans.
OCGA_Awards@UMBC.edu	Awards & Project Set-Up: PeopleSoft award & project set-up, combo codes, no-cost

Next Steps & Campus Guidance

CENTRALIZED EMAIL USAGE

UMBC Campus should use the new centralized email addresses for all relevant inquiries to streamline communication starting on Dec. 1st.

IMPROVED OPERATIONAL EFFICIENCY

This change aims to enhance service quality by enabling timely and accurate responses through proper communication channels

UMBC CAMPUS COOPERATION

Appreciation is extended for UMBC campus support in adopting the new system to improve administrative excellence.

REFERENCE CONTACT LIST

UMBC Campus should consult the provided contact list for any technical issues or any other questions.

Reference Contact List

EMAIL ADDRESS	CONTACTS
OCGA@UMBC.edu	Angie White: awhite12@umbc.edu
OCGA_Cost@UMBC.edu	Amy Steinly-Marks: asmarks@umbc.edu
OCGA_Collections@UMBC.edu	Ken Gruber: kgruber1@umbc.edu
OCGA_Awards@UMBC.edu	Ken Gruber: kgruber1@umbc.edu

SAP Concur System and The Interim Travel Policy

Bryan Casey,
Assistant VP & Controller,
Financial Services

Next Steps

- As we implement the system we may learn that we need to make adjustments to the policy in the context of our new system.
- Fully vetting through shared governance was not practical as we were developing policy concurrently with the system, therefore we are presenting our interim policy to the shared governance bodies and then submit for final approval of senior leadership.

Interim Policy Vs. Current

- Current policy 19 pages – Interim 9 Pages
- Simplified Per Diem Process
- Simplified Approval Flow

Key Policy Changes

- One over approval
- Late submissions become taxable – 60 day rule
- Non-conventional lodging
- Accommodations
- International travel – VP/Dean Approvals
- Basic economy/low-cost carriers

Policy Application

For travel booked in Concur – follow the interim policy

For travel booked in the legacy system – follow the legacy policy

Need To Know

New Web-Site - <https://travel.umbc.edu>

- Policy and procedural documentation
- Training Resources
- Contact Information For:
 - Business Services Travel Team
 - Altour- Travel Management Partner
 - Concur – Support
- FAQ's
- Discount information

Need to Know

- The Legacy Travel System Will Remain Up
 - Phased Sun-setting
 - December – No more pre-approvals
 - Early 2026 – No more reimbursements

Business Services will evaluate and communicate exact dates and process

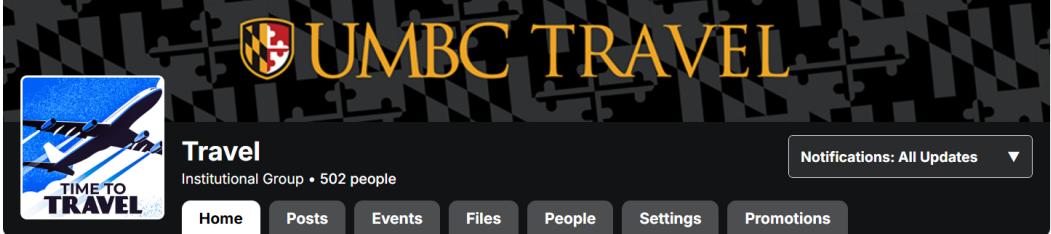
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Travel
Institutional Group • 502 people

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Monday, November 10, 2025

Adam Drutz-Hannahs posted an event in Travel · 11:04 AM

NOV 18 **Concur - In person help desk**
Ongoing Help Desk Support

12:00 PM · Mathematics/Psychology : 106
Ongoing Help Desk Support In addition to our scheduled virtual hours, we are now offering walk-in, in-person help desk support for anyone who needs assistance with SAP Concur, the Concur mobile...

0 comments

Adam Drutz-Hannahs posted an event in Travel · 9:55 AM

NOV 18 **Concur Traveler + Arranger Training (Live)**
10:00 AM · Mathematics/Psychology : 106

The purpose of the Traveler + Arranger Training is to give travelers a complete understanding of how

New Post **New Event**

Events

NOV 12 **Concur Approver Training (Virtual)**
1:00 PM · Online

NOV 18 **Concur Traveler + Arranger Training (Live)**
10:00 AM ·

Police Updates

Chief David Fields,
UMBC Police Department

- Installation of Cameras
- Student Police Aides
- Active Assailant Training



Thanks for joining us!

Make sure you're signed up for
the BAM myUMBC group. See you
next year!